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MEMORANDUM FOR: THE ASSISTANT DIRECTOR FOR SPECIAL OPERATIONS  
THE ASSISTANT DIRECTOR FOR POLICY COORDINATION

SUBJECT: Use of Case Histories Within TRD

1. The value of using case histories as a means of effectively illustrating the theory lectures dealing with clandestine operations has been clearly demonstrated. TRD has employed the case history as a training instrument by using one or a combination of the following methods:

- a. Study of pertinent cases.
- b. Preparation of a written critique of the significant clandestine factors involved.
- c. Participation in controlled classroom discussions of the case.

2. It has been found that the use of case histories for instructional purposes is applicable to all branches of TRD. In the past, TRD has extensively exploited case histories based on the activities of other intelligence services; however, suitable material from these sources has now been largely exhausted. The best and most accessible source of such material now available is the operational records of OSO and OPC. It is recognized that there are significant security considerations which affect the release of such case history material for TRD use; and it is, therefore, desirable that orderly procedures be established for its release to and procurement by TRD. The following proposals are made in order to clarify and regularize the procedures by which TRD may procure case histories from OSO and OPC.

3. It is proposed that a committee be established, composed of representatives of the Area Training Branch, the Covert Training Branch, and the Staff Training Branch, TRD, under the chairmanship of the Chief, Training Materials Staff, with responsibility for:

- a. The preparation and dissemination of a general statement of TRD requirements for case histories to the divisions and staffs of OSO and OPC.

b. The

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b. The periodic preparation and dissemination of a specific statement of TRD requirements for case histories to the divisions and staffs of OSO and OPC.

c. The maintenance of direct liaison with the staffs and divisions of OSO and OPC for the purpose of determining the availability of suitable case history material.

d. The supervision of the preparation of case histories.

e. Insuring that the case history when properly sterilized is cleared with the originating office and that all security restrictions on its use are properly recorded and observed.

f. Determining the most effective point or points of application for each case history within TRD.

g. Insuring that students whose overseas assignments call  for students whose retention by this Agency is questionable, will not receive sensitive information in the following categories:

(1) Details of policy and organization of CIA.

(2) Counterespionage methods, particularly exploitation methods, such as monitoring, liaison, and the use of double agents.

(3) Details on CIA knowledge of the organization and functions

h. Assuring that case histories containing sensitive information be released to all other students on a "need-to-know" basis.

4. TRD will insure the continuing security of case histories by imposing the following restrictions:

a. The master copy of each case history will carry a cover sheet which will bear the following notations:

(1) The original source of information.

(2) The individual designated to make the initial assessment.

(3) The

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(3) The clearance obtained within either OSO or OPC, including the specific restrictions imposed by the originating office.

(4) A record of the courses for which the use of the case history is authorized.

(5) A reference to the type of student to whom the material may be exposed.

5. The Chief, Training Materials Staff, will be responsible for the master copy of each case history and for strict observation of the limitations placed upon its use as noted on the cover sheet.

6. It is recommended that the procedure described above be approved and that appropriate chiefs of staffs and divisions in OSO and OPC be requested to assist TRD in its implementation.

[Redacted Signature]

Chief, TRD

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## ROUTING AND RECORD SHEET

**INSTRUCTIONS:** Officer designations should be used in the "To" column. Under each comment a line should be drawn across sheet and each comment numbered to correspond with the number in the "To" column. Each officer should initial (Check mark insufficient) before further routing. This Record and Routing Sheet should be returned to Registry.

<b>FROM:</b>		<b>NO.</b>
Deputy, <span style="border: 1px solid black; padding: 0 20px;"> </span>		<b>DATE</b>
		31 October 1950

TO	ROOM NO.	DATE		OFFICER'S INITIALS	COMMENTS
		REC'D	FWD'D		
1. Chief, TRD		12 Oct 50	6 Nov 50	W	1. The attached paper is submitted for your approval and signature.
2.					2. It should be noted that the Chief, ATB, does not concur with the content of paragraph 3 g. His comments explaining his lack of concurrence are attached,
3.					and they include a rephrasing of the wording contained in paragraph 3 g. of the basic paper, thereby indicating a possible
4.					misinterpretation of the intent of the original paragraph as drafted.
5.					3. Concurrence has been obtained from Chief, TMS, and from Chief, CTB. See copy attached.
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